

MEMORANDUM

October 24, 1973

To: George Whitney
From: Cynthia Shaw
Assistant Dean of Students
Re: Furniture for Coltrane Lounge

I'm very sorry for the delay, George. We can go ahead with the request for additional furniture for the second floor of Coltrane Lounge (i.e., 3 large tables, 12 chairs for library, 3 desks and 6 chairs for the study lounge). Thank you for your patience.

CS:h